

Application for Road Name Assignment

(Separate Application Required For Each Road)

**Note: There is a \$50 fee for road names. Please refer to the Address Fee Schedule attached.
Only 1 road name per application.**

COUNTY OF LEELANAU
Leelanau County Planning & Community Development Office
8527 E. Government Center Dr., Suite 108 Suttons Bay MI 49682
Phone: (231) 256-9812 Fax: (231) 256-0174

PLEASE FILL IN SECTIONS A through F.
INCOMPLETE FORMS WILL DELAY THE PROCESSING OF THIS FORM.

A.

We hereby request the Leelanau County Planning Department:

- Consider assigning a road name for the private access to our parcel with the legal description as follows (*please attach a survey, if available, or a drawing of the access*).
According to the Leelanau County Address Ordinance, private road names are only assigned when five (5) or more residences will be served by the road.

Name of Applicant/Contact: _____ Phone #: _____

Mailing Address: _____

B.

Has this private access been reviewed and approved by the Township or Village?

- Yes
If Yes, Attach documentation from the Township or Village.

- No

If No, **STOP!** You must have a written document from the Township or Village showing this private access has been reviewed and it meets their ordinance requirements (such as road width, clearing, etc.), if applicable. Or, a written document showing there are no specific ordinance requirements. Road name assignment will be done through the County Planning Department, as outlined in the Leelanau County Address Ordinance.

C.

Is the proposed road part of a subdivision or site condominium recorded at the Register of Deeds Office?

- Yes What is the subdivision or site condominium name? _____
 No

How many existing homes or buildings are accessed off of the proposed road? _____

How many vacant lots will be accessed off of the proposed road in the future? _____

D.

DRAW A MAP OF THE ACCESS TO YOUR PROPERTY AND YOUR NEIGHBORS. BE AS COMPLETE AND ACCURATE AS POSSIBLE!! Show the location of all houses, driveways, and vacant lots accessed along the proposed road to be named. Include all adjacent roads and any other landmarks and identify the distance of vacant lots and buildings from the existing roads. If you have a site plan already completed that **includes** this information, you do not need to fill out this portion. Just return a copy of the site plan with this application.

A large empty rectangular box for drawing a map. The box is oriented vertically and contains four red text labels indicating cardinal directions: "North" at the top center, "South" at the bottom center, "West" on the left side, and "East" on the right side. The rest of the box is blank, intended for the user to draw a map of property access.

E.

Below, you may suggest several road names for the Planning Department to consider (select at least 3). Suggestions which are similar or duplicate existing road names will be disregarded. Please list your choices in order of preference:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

F.

We understand that the Planning Department and Emergency Services Director will review this application and assign a road name based on the information furnished herein (*legal description / site plan*). If deemed necessary, a change in my address number may also be made. We further understand that if the information provided is subsequently found to be in error, that a change might be required. We hereby agree to hold Leelanau County and its officers and employees harmless in the event of such a change. We also understand that issuance of a road name **is not** to be interpreted as approval to build on any vacant lots specified on this application.

NOTE: Provide a list of All property owners.

At least 51% of the property owners with a street address on the affected road, **MUST** sign this petition in order for the application to be considered. In the event there are more vacant property owners than property owners with a street address on the road, at least 51% of ALL the property owners **MUST** sign the petition.

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Name (print): _____ Phone: _____

Signature: _____

Mailing Address: _____

Tax parcel number: _____

Attach additional pages if necessary.

G.

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

The official road name has three parts:

(1.) A Directional Letter: _____

(2.) A Road Name: _____

(3.) A Suffix: _____

Signed _____ Date _____

*Only with this line properly signed by the Leelanau County Planning Department are copies of this sufficient evidence that a road name has been issued. **NOTE:** It is the owner's responsibility to use copies of this form to notify others of the road name, including utilities, post office, driver's license, and other records.*

Display your road name!! Once you have a road name, put the sign up. The Leelanau County Address Ordinance requires a private road name to display a blue sign with white lettering. (See the Address Ordinance for additional information).

FOR OFFICE USE ONLY

- Road Name Assigned
- Request Denied

- Homeowners Notified

- Entered in the Master Street Address Guide
- Filed for change on next Transportation Map
- Updates Mailed

Public Notice

Action Items:

Fee Schedule for the County Address Ordinance:

Leelanau County Address Ordinance Fee Schedule

The Leelanau County Address Ordinance is enacted pursuant to Section 11 of Michigan Public Act 156 of 1851, as amended, being Michigan Compiled Law 46.11 (County Board of Supervisors). All fees imposed herein shall be collected by the Leelanau County Planning Department and transmitted to the County Treasurer's office.

Fees

Address assignment (*single address*): \$25.00 (an official form must be completed and returned to the Planning Department with payment, before an address is assigned.)

Address Assignment (for developments of 5 or more addresses)

\$100.00	5-10 addresses
\$150.00	11-20 addresses
\$200.00	21-30 addresses
\$250.00	31-40 addresses
\$300.00	40+ addresses

Change of Address (*initiated by applicant*): \$10.00 (Fee is applied if the address is requested by the applicant and approved by the Planning Department. An official form must be completed and returned to the Planning Department with payment, before the change of address will be assigned.)

Change of Address: No Charge – if the change is done because of an error such as a number out of sequence, inaccurate number, etc. This change can be initiated by the applicant, the Planning Department, Emergency Services Coordinator, or anyone else notifying the department of an error in an assigned address.

Road Name Assignment or Change of Road Name: \$50.00 per application

The County Board of Commissioners shall review this Fee Schedule at least annually, and adjust the fees to provide for the budgetary needs for implementation, administration, and enforcement of the Ordinance.

Implementation date for this fee schedule is September 1, 2005, per the motion of the Leelanau County Board of Commissioners at their August 16, 2005, meeting.

MOTION BY TONNEBERGER TO AMEND THE LEELANAU COUNTY ADDRESS ORDINANCE TO ADD THE FEE SCHEDULE FOR ADDRESS ASSIGNMENT, ROAD NAME ASSIGNMENT AND CHARGES. SAID FEE SCHEDULE TO BECOME EFFECTIVE SEPTEMBER 1, 2005, WITH PLANNING DEPARTMENT TO COLLECT ALL FEES ASSOCIATED WITH THE ORDINANCE. SUPPORT WALTER.

Discussion...

ROLL CALL: WALTER – YES; WATKOSKI – YES; BUNEK – ABSENT/EXCUSED; LAUTNER – YES; SHIFLETT – ABSENT/EXCUSED; TONNEBERGER – YES; HAWLEY – YES.

AYES – 5 NO – 0 ABSENT/EXCUSED – 2 MOTION CARRIED.

This amendment shall take effect when notice of the adoption is published in a newspaper of general circulation in the county and upon signing by the chairman of the Board of Commissioners and certified by the Clerk of the Board of Commissioners.

Dated: August 16, 2005

Robert L. Hawley, Chairman

Leelanau County Board of Commissioners

I, Michelle L. Crocker, Leelanau County Clerk and Clerk of the Board of Commissioners, certify that the Leelanau County Board of Commissioners adopted this ordinance amendment on August 16, 2005, by a majority vote of the members of the Board of Commissioners elected and serving.

Dated: August 16, 2005

Michelle L. Crocker, County Clerk

Clerk, Leelanau County Board of Commissioners

State of Michigan, County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of Record having a seal, do hereby certify that the above is a true excerpt of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 30th day of August, 2005.

Michelle L. Crocker, Leelanau County Clerk